100th Congress
2d Session

COMMITTEE PRINT

S. PRT.
100-138

# EXPENDITURE AUTHORIZATIONS AND REQUIREMENTS FOR SENATE COMMITTEES

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PART I

RULES, STATUTES, PROCEDURES, AND REGULATIONS

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PART II

FUNDS AUTHORIZED FOR SENATE COMMITTEES
100TH CONGRESS

NOVEMBER 30, 1988

Printed for the use of the

Committee on Rules and Administration
United States Senate

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## PREFACE

On September 30, 1988, the Senate passed S. Res. 479, amending paragraph 9 of rule XXVI of the Standing Rules of the Senate, authorizing the Committee on Rules and Administration to direct Senate committees to report either a 1-year budget authorization resolution or, in the first session of a Congress, a 2-year authorization. It is the intention of the Rules Committee to report a 2-year budget authorization resolution in January 1989 which will provide operating funds to Senate committees for both sessions of the 101st Congress.

This revised committee print has been prepared by the Committee on Rules and Administration to assist Senate committee members and staff personnel in arriving at their budget recommendations for the next 2 years and in preparing the supporting materials which will be required by this committee. The fiscal years for expenditure authorizations will be the 12-month periods from March 1, 1989, through February 28, 1990 and March 1, 1990, through February 28, 1991.

Pursuant to paragraph 9 of rule XXVI of the Standing Rules of the Senate, each Senate committee, excluding the Select Committee on Ethics, must report a resolution authorizing it to make expenditures to meet its expenses. The resolution must be reported to the Senate not later than January 31, except that, whenever the designation of members of standing committees of the Senate occurs during the first session of a Congress at a date later than January 20, such resolution may be reported at any time within 30 days after the date on which the designation of such members is completed.

Part I of this committee print provides Senate committees with detailed information on the requirements for expenditure authorizations for the 2-year funding period beginning March 1, 1989. Included are sample resolutions and budget forms, regulations in respect to procurement of consultants and the training of professional staff members, and rates of compensation for staffs of Senate committees.

Part II lists funds authorized by the Senate for both sessions of the 100th Congress by Senate committees. Included are the annual authorizations for Senate standing, select, and special committees and supplemental expenditure requests reported favorably by the Committee on Rules and Administration.

*Budgets, supporting materials, and questionnaires.*—(1) Committee budgets and questionnaires should be prepared on the standard forms obtainable from the Rules Committee offices; (2) an original and 30 legible duplicate copies of the budget, supporting letter, and questionaire should be submitted to the Rules Committee at the earliest possible date; (3) the supporting letter should be signed jointly by the chairman and the ranking minority member of the

committee; and (4) the questionnaire should be signed jointly by the chairman and ranking minority member or by the staff director and minority staff director of the committee, unless the minority does not concur with the information supplied therein.

*Consultants and training.*—Any committee desiring authority and funds to hire consultants or to train its professional staff must include appropriate language therefor in its annual resolution. In respect to consultants for a committee, it should be duly noted that the selection of the same must be done jointly by the chairman and the ranking minority member thereof. Also, the Rules Committee must receive five days' advance notice of the intention to appoint in order to consider the request.

Senate Resolution 425, 97th Congress, 2d session, agreed to August 12, 1982, authorized the Select Committee on Ethics, with the approval of the Committee on Rules and Administration, to expend funds from the contingent fund of the Senate for the training of its professional staff.

*Supplemental expenditure resolutions.*—While not pertinent at this time, it is important for committees which may eventually seek supplemental funds to be aware of and to comply with the provision that a supplemental resolution must have an accompanying report expressing the reason the funds then requested had not been included in the committee's budget resolution. This provision is fully explained in the chapter entitled "Supplemental Expenditure Authorizations". (See p. 9.)

*Select, special, and joint committees.*—In respect to select and special committees of the Senate, and joint committees financed by the Senate, the Committee on Rules and Administration has determined that the procedures and regulations set forth in this document will apply to such committees where appropriate and feasible.

We remind all Senate committee chairmen that 1989–90 expenditure-authorization resolutions should be reported at the earliest possible date, since it is the Committee's intention to schedule these resolutions as one of its first orders of business in 1989.

The cooperation of all involved Members and staff personnel in expediting this procedure will be deeply appreciated. If the Members or staff of the Committee on Rules and Administration can be of any assistance, please do not hesitate to call upon us.

WENDELL H. FORD,
*Chairman,*
TED STEVENS,
*Ranking Minority Member,*
*Committee on Rules and Administration.*

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# PART I

# RULES, STATUTES, PROCEDURES, AND REGULATIONS

## COMMITTEE EXPENDITURE AUTHORIZATIONS

Committees of the Senate must request their operating funds pursuant to the procedure set forth in paragraph 9 of rule XXVI of the Standing Rules of the Senate. Essentially, the requirement is that each committee must report one authorization resolution authorizing it to make expenditures out of the contingent fund of the Senate to defray its expenses, including the compensation of all members of its staff, the procurement of consultants, the training of professional staff, and all administrative expenses. Funds in addition to and for the same purposes as those obtained pursuant to the biennial resolution must be obtained by *supplemental* expenditure-authorization resolutions (see following chapter).

### Authority

That portion of paragraph 9 which relates to authorizing resolutions is as follows:

PARAGRAPH 9 OF RULE XXVI OF THE STANDING RULES OF THE SENATE [1]

9. (a) Except as provided in subparagraph (b), each committee shall report one authorization resolution each year authorizing the committee to make expenditures out of the contingent fund of the Senate to defray its expenses, including the compensation of members of its staff and agency contributions related to such compensation, during the period beginning on March 1 of such year and ending on the last day of February of the following year. Such annual authorization resolution shall be reported no later than January 31 of each year, except that, whenever the designation of members of standing committees of the Senate occurs during the first session of a Congress at a date later than January 20, such resolution may be reported at any time within thirty days after the date on which the designation of such members is completed.

(b) In lieu of the procedure provided in subparagraph (a), the Committee on Rules and Administration may—

(1) direct each committee to report an authorization resolution for a two year budget period beginning on March 1 of the first session of a Congress; and

(2) report one authorization resolution containing more than one committee authorization resolution for a one year or two year budget period.

* * * * *

[1] As amended, S. Res. 479, Sept. 30, 1988.

## Fiscal Year for Expenditure Authorizations

The fiscal year for expenditure authorizations runs from March 1 through February 28 (29) of the succeeding year. This 12-month period, with an overlap of two months into a new calendar year, has been established by the Committee on Rules and Administration in order to give the Senate sufficient time at the commencement of each new session or Congress to accommodate the several steps in the required procedure. For the 101st Congress, the two-year budget period will begin March 1, 1989, and span two fiscal years, ending February 28, 1991.

## Submission Date for Resolutions

Expenditure-authorization resolutions must be offered by Senate committees not later than January 31. The only exception obtains when during the first session of a Congress the designation of the members of standing committees occurs later than January 20. In such case the resolution must be offered within 30 days of the date on which the members of a committee have been designated.

## Format of Resolutions

In the composition of their annual resolutions, Senate standing committees are required to follow, with any necessary modifications, the sample Resolution Form 1 reproduced at the end of this chapter (page 6). This form is to be used by standing committees requesting funds for expenditures, with or without funds for the procurement of consultants or the training of professional staff.

Select and special committees should submit resolutions which conform with the provisions of their respective creative resolutions. (Confer with the Senate Legislative Counsel.)

## Provision for Consultants and Staff Training

Committees anticipating the need for consultants or considering training for certain of their professional staff members should note that the authority and funds for those purposes must be expressed in the text of their authorization resolutions. The sample resolution form described above is designed to accommodate requests for funds for those purposes.

Committees which do seek funds for either or both of those purposes should note carefully the regulations on procurement of consultants (page 13) and on training of professional staff (page 23), which constitute separate chapters of this compilation.

## Provisions for Minority Staff

Minority participation in the appointment of committee personnel pursuant to biennial or supplemental resolutions is provided for in paragraphs 1, 2, and 3 of rule XXVII of the Standing Rules.

The text of paragraphs 1–3 of rule XXVII is as follows:

## PARAGRAPHS 1, 2, AND 3 OF RULE XXVII OF THE STANDING RULES OF THE SENATE

1. Staff members appointed to assist minority members of committees pursuant to authority of a resolution described in paragraph 9 of rule XXVI or other Senate resolution shall be accorded equitable treatment with respect to the fixing of salary rates, the assignment of facilities, and the accessibility of committee records.

2. The minority shall receive fair consideration in the appointment of staff personnel pursuant to authority of a resolution described in paragraph 9 of rule XXVI.

3. The staffs of committees (including personnel appointed pursuant to authority of a resolution described in paragraph 9 of rule XXVI or other Senate resolution) should reflect the relative number of majority and minority members of committees. A majority of the minority members of any committee may, by resolution, request that at least one-third of all funds of the committee for personnel (other than those funds determined by the chairman and ranking minority member to be allocated for the administrative and clerical functions of the committee as a whole) be allocated to the minority members of such committee for compensation of minority staff as the minority members may decide. The committee shall thereafter adjust its budget to comply with such resolution. Such adjustment shall be equitably made over a four-year period, commencing July 1, 1977, with not less than one-half being made in two years. Upon request by a majority of the minority members of any committee by resolution, proportionate space, equipment, and facilities shall be provided for such minority staff.

## Budgets and Supporting Materials

Senate committees offering expenditure resolutions are required to submit to the Committee on Rules and Administration accompanying budgets together with supporting materials, in the form of letters or memorandums. All submissions should be in the form of an *original* and *thirty legible duplicate* copies.

*Budgets.*—The budgets should be prepared on standardized budget forms obtainable from the Rules Committee offices.

*Supporting materials.*—It is suggested by the Committee on Rules and Administration that supporting letters or memorandums be signed jointly by the *chairman and ranking minority member* of requesting committees.

*Questionnaires.*—The completed questionnaires should be signed jointly by the *chairman and ranking minority member* or by the *staff director and minority staff director* of the committee, unless the minority does not concur with the information supplied therein.

*Resolution Form 1*

**[Requesting funding for expenditures (with or without funds for consultants or training of professional staff)]**

101ST CONGRESS
1ST SESSION

# S. RES. ——

---

IN THE SENATE OF THE UNITED STATES

Mr. ————, from the Committee on ————————, reported the following original resolution; which was ————————

---

# RESOLUTION

Authorizing expenditures by the Committee ————————.

*Resolved,* That, in carrying out its powers, duties, and functions under the Standing Rules of the Senate, in accordance with its jurisdiction under rule XXV of such rules, including holding hearings, reporting such hearings, and making investigations as authorized by paragraphs 1 and 8 of rule XXVI of the Standing Rules of the Senate, the Committee on _____ is authorized from March 1, 1989, through February 28, 1990, and March 1, 1990, through February 28, 1991, in its discretion (1) to make expenditures from the contingent fund of the Senate, (2) to employ personnel, and (3) with the prior consent of the Government department or agency concerned and the Committee on Rules and Administration, to use on a reimbursable basis the services of personnel of any such department or agency.

SEC. 2. The expenses of the committee for the period March 1, 1989, through February 28, 1990, under this resolution shall not

exceed $—(1)—. of which amount (1) not to exceed $—(2)— may be expended for the procurement of the services of individual consultants, or organizations thereof (as authorized by section 202(i) of the Legislative Reorganization Act of 1946, as amended), and not to exceed $—(3)— may be expended for the training of the professional staff of such committee (under procedures specified by section 202(j) of the Legislative Reorganization Act of 1946).

(b) For the period March 1, 1990, through February 28, 1991, expenses of the committee under this resolution shall not exceed $—(4)—, of which amount (1) not to exceed $—(5)— may be expended for the procurement of the services of individual consultants, or organizations thereof (as authorized by section 202(i) of the Legislative Reorganization Act of 1946, as amended), and not to exceed $—(6)— may be expended for the training of the professional staff of such committee (under procedures specified by section 202(j) of the Legislative Reorganization Act of 1946).

SEC. 3. The committee shall report its findings, together with such recommendations for legislation as it deems advisable, to the Senate at the earliest practicable date, but not later than February 28, 1990, and February 28, 1991, respectively.

SEC. 4. Expenses of the committee under this resolution shall be paid from the contingent fund of the Senate upon vouchers approved by the chairman of the committee, except that vouchers shall not be required for the disbursement of salaries of employees paid at an annual rate, the payment of long distance telephone calls, or for the payment of stationery supplies purchased through the Keeper of Stationery, U.S. Senate.

SEC. 5. There are authorized such sums as may be necessary for agency contributions related to the compensation of employees of the committee from March 1, 1989, through February 28, 1990, and March 1, 1990, through February 28, 1991, to be paid from the Appropriations account for "Expenses of Inquiries and Investigations."

---

[1] Insert total amount requested for 1989 funding period.
[2] Insert that portion (of total amount requested for 1989) for procurement of consultants.
[3] Insert that portion (of total amount requested for 1989) for training of professional staff.
[4] Insert total amount requested for 1990 funding period.
[5] Insert that portion (of total amount requested for 1990) for procurement of consultants.
[6] Insert that portion (of total amount requested for 1990) for training of professional staff.

**UNITED STATES SENATE**
**COMMITTEE ON RULES AND ADMINISTRATION**
**SENATE COMMITTEE BUDGET FORMS**
(Complete applicable items)

S. Res. _____ reported by _____
(Committee name)

| | 1988 (authorized) | 1989 (request) | 1990 (request) |
|---|---|---|---|
| **TOTAL BUDGET AMOUNT** | $_____ | $_____ | $_____ |
| **STAFF SALARIES:** (Itemize on pages 2 & 3) Dollar amount requested for staff | $_____ | $_____ | $_____ |
| Number of full time employees | #_____ | #_____ | #_____ |
| COLA (Instructions to follow) | $_____ | $_____ | $_____ |
| **CONSULTANTS** (appointments or contracts) | $_____ | $_____ | $_____ |
| **TRAINING OF PROFESSIONAL STAFF** | $_____ | $_____ | $_____ |
| **ADMINISTRATIVE EXPENSES:** Detailed employee (agency reimbursement) | $_____ | $_____ | $_____ |
| Travel (interdepartmental, witness, detailee, and reporter expenses) | $_____ | $_____ | $_____ |
| Hearings (all expenses relating to) | $_____ | $_____ | $_____ |
| Stationery and other office supplies | $_____ | $_____ | $_____ |
| Communications equipment and services | $_____ | $_____ | $_____ |
| Publications, subscriptions to books, newspapers, magazines, clipping and other information services | $_____ | $_____ | $_____ |
| Mailing, delivery or transmitting of matters relating to official business | $_____ | $_____ | $_____ |
| Computers (hardware and software) | $_____ | $_____ | $_____ |
| Non-standard items of equipment (other than computing) | $_____ | $_____ | $_____ |
| Senate Services (photo and recording) | $_____ | $_____ | $_____ |
| Other (identify and explain) | $_____ | $_____ | $_____ |
| **TOTAL ADMINISTRATIVE EXPENSES** | $_____ | $_____ | $_____ |

## SUPPLEMENTAL EXPENDITURE AUTHORIZATIONS

Any committees of the Senate requiring funds in addition to those authorized in their expenditure-authorization resolutions may request such additional funds pursuant to the procedure set forth in paragraph 9 of rule XXVI of the Standing Rules. Essentially, a supplemental expenditure authorization must be in the form of a resolution amending an existing expenditure-authorization resolution, and must be accompanied by a report stating why the funds now sought were not included in the committee's original request.

### Authority

That portion of paragraph 9 which relates to supplemental expenditure authorizations is as follows:

PARAGRAPH 9 OF RULE XXVI OF THE STANDING RULES OF THE SENATE

> 9. * * * After the annual authorization resolution of a committee for a year has been agreed to, such committee may procure authorization to make additional expenditures out of the contingent fund of the Senate during that year only by reporting a supplemental authorization resolution. Each supplemental authorization resolution reported by a committee shall amend the annual authorization resolution of such committee for that year and shall be accompanied by a report specifying with particularity the purpose for which such authorization is sought and the reason why such authorization could not have been sought at the time of the submission by such committee of its annual authorization resolution for that year.

### Accompanying Report Required

Senate committees intending to offer supplemental expenditure-authorization resolutions should note carefully that they must comply with the following requirements stipulated in paragraph 9 of rule XXVI:

(1) Each supplemental resolution reported by a committee must be accompanied by a report to the Senate; and

(2) Each such report must specify with particularity the *purpose* for which the authorization is sought, and the *reason* it was not sought in the committee's authorization resolution.

**Format of Supplemental Resolutions**

In the composition of supplemental resolutions, Senate committees are requested to follow, with any necessary modifications, one or the other of the three sample resolution forms (Resolution Forms 2, 3, and 4) which follow:

***Resolution Form 2***

**[Requesting supplemental funds solely for general expenditures]**

101ST CONGRESS
1ST SESSION

# S. RES. ———

———————————

IN THE SENATE OF THE UNITED STATES

Mr. ————, from the Committee on ————————, reported the following original resolution; which was ————————

———————————

# RESOLUTION

Authorizing supplemental expenditures by the Committee on ————————.

*Resolved,* That section —— of Senate Resolution ———, ———— Congress, agreed to ———— ——, 19—, is amended by striking out "$———" and inserting in lieu thereof "$———".

*Resolution Form 3*

**[Requesting supplemental funds solely for the procurement of consultants]**

101ST CONGRESS
1ST SESSION

# S. RES. ———

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IN THE SENATE OF THE UNITED STATES

Mr. ————, from the Committee on ————————, reported the following original resolution; which was ————————

---

# RESOLUTION

Authorizing supplemental expenditures by the Committee on ———————— for the procurement of consultants.

*Resolved,* That section —— of Senate Resolution ———, ———————— Congress, agreed to ———————— ——, 19—, is amended by striking out the amount "$————" and inserting in lieu thereof "$————" and "$————", respectively.

*Resolution Form 4*

**[Increasing the limitation on the portion of funds authorized for the procurement of consultants or the training of professional staff]**

101ST CONGRESS
1ST SESSION

# S. RES.————

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## IN THE SENATE OF THE UNITED STATES

Mr. ————, from the Committee on ————————, reported the following original resolution; which was ————————

---

# RESOLUTION

Increasing the limitation on expenditures by the Committee on ———————— for the procurement of consultants (or training of professional staff).

*Resolved,* That section —— of Senate Resolution ——, ———————— Congress, agreed to ———————— ——, 19—, is amended by striking "$————" and inserting in lieu thereof "$————".

# REGULATIONS GOVERNING PROCUREMENT OF CONSULTANTS BY SENATE COMMITTEES

(Restatement of Policy Determinations by the Committee on Rules and Administration)

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## Statutory Authority

The procedures and conditions under which standing committees of the Senate may procure the services of individual consultants or organizations thereof are set forth in section 202(i) of the Legislative Reorganization Act of 1946, the text of which is as follows:

SECTION 202(i) OF THE LEGISLATIVE REORGANIZATION ACT OF 1946

(2 U.S.C. 72a)

(i)(1) Each standing committee of the Senate or House of Representatives is authorized, with the approval of the Committee on Rules and Administration in the case of standing committees of the Senate, or the Committee on House Administration in the case of standing committees of the House of Representatives, within the limits of funds made available from the contingent funds of the respective Houses pursuant to resolutions, which shall specify the maximum amounts which may be used for such purposes, approved by such respective Houses, to procure the temporary services (not in excess of one year) or intermittent services of individual consultants, or organizations thereof, to make studies or advise the committee with respect to any matter within its jurisdiction, or with respect to the administration of the affairs of the committee.[1]

(2) Such services in the case of individuals or organizations may be procured by contract as independent contractors, or in the case of individuals by employment at daily rates of compensation not in excess of the per diem equivalent to the highest gross rate of compensation which may be paid to a regular employee of the committee. Such contracts shall not be subject to the provisions of section 3709 of the Revised Statutes (41 U.S.C. 5) or any other provision of law requiring advertising.

(3) With respect to the standing committees of the Senate, any such consultant or organization shall be selected by the chairman and ranking minority member of the

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[1] As amended, Pub. Law 100–458, Oct. 1, 1988.

committee, acting jointly. With respect to the standing committees of the House of Representatives, the standing committee concerned shall select any such consultant or organization. The committee shall submit to the Committee on Rules and Administration in the case of standing committees of the Senate, and the Committee on House Administration in the case of standing committees of the House of Representatives, information bearing on the qualifications of each consultant whose services are procured pursuant to this subsection, including organizations, and such information shall be retained by that committee and shall be made available for public inspection upon request.

### Definition of "Consultant"

For the purposes of section 202(i), the term "consultant" shall be deemed to be a person (or an organization of persons) possessing the necessary professional qualifications and experience to assist a Senate committee in specialized areas of its legislative responsibility, or in the administration of the affairs of the committee.

### Prerequisite for Procurement

Any Senate committee desiring to procure the services of individual consultants or of organizations thereof must first seek and obtain the required authority therefor by including within its biennial or supplemental expenditure-authorization resolution an express limitation on the amount of the committee's total funding in such resolution which may be used for that purpose. A committee may not exceed that limitation for the procurement of consultants, but it may utilize unexpended funds within that limitation for other authorized purposes.

### Selection of Consultants

Paragraph (3) of section 202(i) contains the stipulation that "any such consultant or organization shall be selected by the chairman and ranking minority member of the committee, **acting jointly**". Senate committees are requested to indicate their compliance with the above provision of law by providing that any required correspondence with the Committee on Rules and Administration (see below) be in the form of letters signed jointly by the chairman and ranking minority member of the full committee.

### Rules Committee Responsibility

Section 202(i) also requires (1) that Senate committees desiring to appoint individual consultants to committee payrolls or to procure the services of individuals or organizations by contract as independent contractors must provide the Committee on Rules and Administration information bearing on the qualifications of each consultant or contractor; and (2) that such information be retained by the Committee on Rules and Administration and made available for public inspection upon request.

To assist the Committee on Rules and Administration in considering requests for consultants, letters from committees should equate—

(1) the proposed consultant's particular qualifications with the specialized area the committees plan to explore;

(2) the probable time period the consultant's services will be required;

(3) the correlation between the proposed consultant's qualifications and the specific committee activity;

(4) the per day consultant fee proposed to be paid; and

(5) the method selected by the committee is appropriate to secure the consultant's services.

**Methods of Procurement**

Any Senate committee possessing the required authority thereof may procure the services of consultants—

(1) by appointing individual consultants as temporary committee employees (at daily rates of compensation not exceeding the highest such rate which may be paid to a regular committee employee); or

(2) by entering into contracts—

(a) between the full committee and individual consultants as individual contractors, or

(b) between the full committee and organizations of consultants.

Selection of the appropriate method depends on the nature of the services to be performed—

(a) If the consultant's responsibilities include services that would normally be the regular or normal duties of staff members or if the performance of the consultant's responsibilities otherwise result in an employer-employee relationship, the consultant should be appointed as a temporary staff employee. Generally, an employer-employee relationship may be presumed where the following factors are present to a significant degree:

(i) performance of a full-time, continuous job;

(ii) supervision of or by Senate committee staff;

(iii) services are performed using facilities provided by the Senate; and

(iv) work is performed on dates or at hours established for Senate staff.

(b) If the consultant acts as an independent contractor "to make studies or advise the committee with respect to any matter within its jurisdiction, or with respect to the administration of the affairs of the committee," services may be procured through contract.

The committee's notification of intent to appoint as a consultant or request for approval of a contract shall state that the committee has reviewed the services to be provided by the consultant and shall certify to the Committee on Rules and Administration that the committee had determined the selected method (contract or appointment) to be appropriate.

## Appointment of Individual Consultants

The notification of the committee's intention to appoint an individual consultant to its staff and the information concerning the qualifications of the proposed consultant must be received by the Committee on Rules and Administration *five days in advance* of the appointment date. If during that period the requesting committee receives no notice of disapproval from the Rules Committee, the appointment shall be deemed approved.

Requests to the Committee on Rules and Administration for such approval may be expressed as in the following sample letter:

(A copy of such letter should be addressed to the Financial Clerk of the Senate for his information at the same time the request is submitted to the Committee on Rules and Administration.)

Honorable ————————
Chairman, Committee on Rules and Administration,
Room SR 305, Russell Senate Office Building
Washington, D.C. 20510

Dear Mr. Chairman:

In conformity with section 202(i) of the Legislative Reorganization Act of 1946, as amended, and your regulations pursuant thereto, we are notifying you herewith of the intention of the Committee on ———————————————— to appoint ———————————————— as a consultant, effective ————————————, and enclose the required information in respect to his/her qualifications.

[Include data requested in section entitled "Rules Committee Responsibility", pp. 14–15 of this compilation.]

This appointment is made under the authority of S. Res.———— (section No.——), agreed to ————————.

The committee has determined that the appointment of a consultant is the appropriate method to secure the services to be provided by this individual.

Sincerely yours,

————————————,
Chairman

————————————,
Ranking Minority Member

**Procurement of Consultants by Contract**

Information concerning the qualifications of individual consultants or organizations thereof intended to be engaged by contract must likewise be supplied to the Committee on Rules and Administration, and should be submitted at the same time the contract itself is sent for approval.

Letters from full committees, not subcommittees, requesting the Committee on Rules and Administration consideration of contracts should—

(1) be signed jointly by the chairman and ranking minority member;

(2) outline the purpose of the contract, the dollar amount, the term of the contract, and the name of the contracting party;

(3) indicate that the committee has reviewed the services to be provided by the consultant, and certify that the committee has determined that securing such services by contract is the appropriate method;

(4) be accompanied by the original and three copies of the contract signed jointly by the chairman and ranking minority member;

(5) include the background data supporting the contractor's qualifications; and

(6) in the case of a fixed-fee product contract, be accompanied by certification from the Congressional Research Service for nonduplication of proposed study. (Attach form to letter. See page 22.)

The contract itself should set forth in full the obligations of the contractor and, where appropriate, incorporate by reference the contractor's detailed proposal. All contracts must, at a minimum, describe in reasonable detail the services to be provided or the product to be acquired, state a delivery date or period of performance, and establish a clear limit on the Senate's financial obligations under the contract by inclusion of either a fixed price or a "not to exceed $————" provision in contracts for which payments are incremental.

*Contracts (and Consultants' qualifications) should be received sufficiently in advance of the Period of Performance to permit appropriate consideration at a regular meeting of the full Committee on Rules and Administration. When contracts are approved, notice thereof will be given in writing, pursuant to the established practice. Approval of a contract will be deemed to include approval of a consultant's qualifications.*

## Sample Contracts

The following samples of a *fixed-fee product contract* [1] and a *service contract* [2] are included here to indicate in a general way the type of contract which would be acceptable for the above purpose. In most instances, of course, a form would have to be adapted to the specific needs of a particular committee.

[1] All moneys shall be chargeable to the authorizing resolution in effect on the date the contract was approved.

[2] All moneys shall be charged to funds available on the date services are rendered.

## FIXED-FEE PRODUCT CONTRACT

### CONTRACT AGREEMENT

THIS AGREEMENT is made and entered into this ———— day of ————, 19—, by and between the (name of committee) of the United States Senate, hereinafter referred to as the Committee, and (name of contractor), hereinafter referred to as the Contractor, subject to the approval of this agreement by the Committee on Rules and Administration of the United States Senate.

It is hereby agreed that the Committee under authority of Section ———— of Senate Resolution ——, agreed to ————, 19—, —— Congress, retains the Contractor to furnish the Committee a study in accordance with the attached Statement of Work.

The Committee agrees to pay the said Contractor the sum of $———— to be paid upon delivery to the Committee not later than ————, 19——, of the completed study in form and content satisfactory to the Committee, provided, however, that such date may be extended by mutual agreement of the parties to this agreement, and with the approval of the Committee on Rules and Administration of the United States Senate. It is understood, however, that the Committee reserves the right to terminate this agreement at any time.

The Contractor agrees and warrants that (it/he/she):

1. Has not employed any person to solicit or obtain this agreement for any commission, percentage, brokerage or contingent fee;
2. Will save the Government harmless from liability in performance;
3. Will release no information obtained in carrying out the provisions of the contract without prior consent of the Committee;
4. Will not subcontract or assign elsewhere any of the work or services involved without prior consent of the Committee;
5. Will not discriminate in its performance of this agreement because of race, color, religion, national origin, sex, age, or state of physical handicap, and shall comply with all laws appertaining to the compensation of labor;
6. Has no conflict of interest, direct or indirect, financial or otherwise, which would be applicable to the performance obligations covered by this agreement. No Member or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom.
7. Will disclose to the Committee any other consultant or personal services contracts, government or private, to which he currently is a party, or which he undertakes during the period of this contract (including contracts entered into during the period of this contract which include duties to be fulfilled after the termination of this contract).

Approved by the Committee on Rules and Administration of the United States Senate

_____

Chairman

Committee on ————————

_____

Chairman

_____

Ranking Minority Member

_____

Contractor

_____

Date

## SERVICE CONTRACT

## CONTRACT AGREEMENT

THIS AGREEMENT is made and entered into this ———— day of ————, 19—, by and between the (name of committee) of the United States Senate, hereinafter referred to as the Committee, and (name of contractor), hereinafter referred to as the Contractor, subject to the approval of this agreement by the Committee on Rules and Administration of the United States Senate.

It is hereby agreed that the Committee, under authority of Section ———— of Senate Resolution ——, agreed to ————, 19—, ———— Congress, retains the Contractor to render services in accordance with the attached specifications.

The Committee agrees to pay the said Contractor for all such contractual services rendered and expenses incurred in connection therewith a sum not to exceed $————. Such reimbursement to the Contractor shall be paid from time to time on Committee vouchers upon receipt of statements with supporting data for all expenses incurred, and the Committee's judgment shall be final and conclusive with respect to the validity of claims for reimbursement of such expenses, subject, however, to the general authority of the said Committee on Rules and Administration.

The Contractor agrees and warrants that it will fully complete (its/his/her) services to the Committee hereunder no later than ————, 19—, unless said date shall be extended by mutual agreement of the parties to this agreement, and with the approval of said Committee on Rules and Administration.

The Contractor further agrees and warrants that (it/he/she):

1. Has not employed any person to solicit or obtain this agreement for any commission, percentage, brokerage or contingent fee;
2. Will save the Government harmless from liability in performance;
3. Will release no information obtained in carrying out the provisions of the contract without prior consent of the Committee;
4. Will not subcontract or assign elsewhere any of the work or services involved without prior consent of the Committee.
5. Will not discriminate in its performance of this agreement because of race, color, religion, national origin, sex, age, or state of physical handicap, and shall comply with all laws appertaining to the compensation of labor;
6. Has no conflict of interest, direct or indirect, financial or otherwise, which would be applicable to the performance obligations covered by this agreement.
7. Will disclose to the Committee any other consultant or personal services contracts, government or private, to which he currently is a party, or which he undertakes during the period of this contract (including contracts entered into during the period of this contract which include duties to be fulfilled after the termination of this contract).

No Member or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom.

Approved by the Committee on Rules and Administration of the United States Senate

_____

Chairman

Committee on ————————

_____

Chairman

_____

Ranking Minority Member

_____

Contractor

_____

Date

## Procedures for Preventing Duplication of Effort Involving Senate Contracts for Private Consultant Studies

(Effective July 23, 1979)

1. The Committee on Rules and Administration will maintain a register of approved contracts on the Senate computer system. The Committee will send the Congressional Research Service updates to the contract file for inclusion in the central index of studies undertaken by the Congressional Budget Office, the Congressional Research Service, the General Accounting Office, and the Office of Technology Assessment.

2. Committees and officers of the Senate considering a study contract will inquire of the Congressional Research Service whether there exist other Senate consultant studies or studies by Congressional staff agencies, underway or completed within the two previous years, which are duplicative, in whole or in part, of the study under consideration. Mr. Edgar Glick, Office of the Director, telephone 707–8924, is the CRS contact person for such inquiries.

3. The Congressional Research Service will research the central index and respond to the inquiry as follows: (a) that no duplicative studies seem to exist; or (b) that a duplicative study seems to exist and the name of the contact person in the committee or the Congressional staff agency who can provide further information. CRS will simultaneously advise the Rules Committee of its findings.

4. Committees and officers of the Senate will include in letters to the Committee on Rules and Administration requesting approval of study contracts a statement that: (a) CRS has been consulted and no duplicative study or data was found to exist, or (b) that a duplicative study or data exists and the differences or other reasons which justify the approval of the study contract.

5. The Congressional Research Service, in response to inquiries which would disclose confidential studies, will advise the inquiring office only that a confidential study exists which appears to be duplicative, and will advise the Committee on Rules and Administration of such additional information as will permit a judgment regarding the merits of approving the requested study contract, including an estimate of when the study would no longer be confidential.

# TRAINING OF PROFESSIONAL STAFF

## Statutory Authority

AUTHORITY FOR THE TRAINING OF PROFESSIONAL STAFF PERSONNEL OF STANDING COMMITTEES OF THE SENATE IS CONTAINED IN SECTION 202(j) OF THE LEGISLATIVE REORGANIZATION ACT OF 1946. THE TEXT OF SECTION 202(j) IS AS FOLLOWS:

SECTION 202(j) OF THE LEGISLATIVE REORGANIZATION ACT OF 1946

(2 U.S.C. 72a)

(j)(1) Each standing committee of the Senate or House of Representatives is authorized, with the approval of the Committee on Rules and Administration in the case of standing committees of the Senate, and the Committee on House Administration in the case of standing committees of the House of Representatives, and within the limits of funds made available from the contingent funds of the respective Houses pursuant to resolutions, which shall specify the maximum amounts which may be used for such purposes, approved by such respective Houses, to provide assistance for members of its professional staff in obtaining specialized training, whenever that committee determines that such training will aid the committee in the discharge of its responsibilities. Any joint committee of the Congress whose expenses are paid out of funds disbursed by the Secretary of the Senate or by the Clerk of the House, the Committee on Appropriations of the Senate, and the Majority Policy Committee and Minority Policy Committee of the Senate are each authorized to expend, for the purpose of providing assistance in accordance with paragraphs (2), (3), and (4) of this subsection for members of its staff in obtaining such training, any part of amounts appropriated to that committee.

(2) Such assistance may be in the form of continuance of pay during periods of training or grants of funds to pay tuition, fees, or such other expenses of training, or both, as may be approved by the Committee on Rules and Administration or the Committee on House Administration, as the case may be.

(3) A committee providing assistance under this subsection shall obtain from any employee receiving such assistance such agreement with respect to continued employment with the committee as the committee may deem nec-

essary to assure that it will receive the benefits of such employee's services upon completion of his training.

(4) During any period for which an employee is separated from employment with a committee for the purpose of undergoing training under this subsection, such employee shall be considered to have performed service (in a nonpay status) as an employee of the committee at the rate of compensation received immediately prior to commencing such training (including any increases in compensation provided by law during the period of training) for the purposes of—

(A) subchapter III (relating to civil service retirement) of chapter 83 of title 5, United States Code,

(B) chapter 87 (relating to Federal employees group life insurance) of title 5, United States Code, and

(C) chapter 89 (relating to Federal employees group health insurance) of title 5, United States Code.

**Summary of Essential Requirements**

While the provisions of section 202(j) and the regulations issued pursuant thereto by the Committee on Rules and Administration are deemed quite explicit, Senate committees desiring specialized training for any of their professional staff members should especially note the following observations:

(1) As is the case in respect to consultants, committees desiring authority and funds for the training of their professional staffs must include a specific allotment for the same in their annual or supplemental expenditure-authorization resolutions.

(2) That portion of the committee's total funds which is allotted for training may not be exceeded for that purpose. A committee is not precluded, however, from expending funds from that allotment for other authorized purposes.

(3) Approval by the Senate of a resolution containing such a training allotment, however, does not complete the requirements. Specific requests, on an individual basis and in conformity with the regulations which follow below, must be submitted to the Committee on Rules and Administration for final approval.

(4) The Committee on Rules and Administration will consider only those requests for the training of professional staff which do not exceed a period of 30 days.

(5) While the Legislative Reorganization Act of 1970 limited the training privilege to standing committees (except Appropriations), Public Law 92–136 (85 Stat. 378, Oct. 11, 1971) has extended the same privilege to joint committees, to the Senate Appropriations Committee, and to the Senate Majority and Minority Policy Committees. S. Res. 425, agreed to Aug. 12, 1982, extended this privilege to the Select Committee on Ethics.

The regulations issued by the Committee on Rules and Administration in respect to training of professional staff members of Senate committees, including a sample form for the required "Agreement on Continued Employment", are as follows:

## Regulations Governing Training of Professional Staff Personnel of Senate Committees

(Adopted by the Committee on Rules and Administration on October 20, 1971; amended July 26, 1979, and September 22, 1982)

Section 202(j) of the Legislative Reorganization Act of 1946, as amended by section 304 of Public Law 91–510, approved October 26, 1970, provides for the expenditure of funds available to standing committees of the Senate for the specialized training of professional staff personnel under certain conditions enumerated therein, including the approval of the Committee on Rules and Administration.

The Committee on Rules and Administration has determined that attendance at conferences, seminars, or briefings by authorized professional staff personnel will not be considered as training under the statutory provisions of section 202(j) when the following conditions apply:

1. The sponsoring organization has been requested to waive or reduce the attendance or registration fee for Government participation;
2. The fee involved (actual or reduced) is not in excess of $500; and
3. The duration of the meeting does not exceed five days.

When all three of the above limitations are met, fees and traveling expenses involved may be incurred by authorized standing committees without specific advance approval of the Committee on Rules and Administration. A fee or time duration for meetings in excess of the aforementioned must be approved in advance by the Committee on Rules and Administration at which time that Committee will determine the classification of the proposed charges as either "training" which requires compliance with all of the provisions of section 202(j), or "non-training".

Under the authority granted to it to supervise staff training, the Committee on Rules and Administration has adopted the following definitions:

1. *Training*

Training means the process of providing for and making available to an employee, and placing or enrolling the employee in, a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional or technical fields which are or will be directly related to the performance by the employee of official duties for the Senate, in order to increase the knowledge, proficiency, ability, skill and qualifications of the employee in the performance of official duties.

2. *Training Expenses*

The following will be considered as "Training Expenses":

(*a*) Compensation paid an employee during training periods in excess of 15 days. (Excludes the compensation cost involved in seminar attendance within the two-week range. In these cases, the training expense would be the fees involved and travel expenses incurred, which would be processed on one voucher.)

(*b*) Travel expenses incurred in direct connection with training.

(*c*) Tuition, matriculation and other required fees incident thereto.

(*d*) Such other direct expenses as may be necessary and as approved by the Committee on Rules and Administration.

(*e*) Fund grants, in lieu of actual expenses, as approved by the Committee on Rules and Administration.

The following stipulations shall obtain in respect to agreements on continued employment (section 202(j)(3)):

1. Each request for approval of a training authorization of more than 15 days duration shall be accompanied by a copy of the agreement specifying a continued employment after training period, as required by section 202(j)(3), signed by the employee; and

2. Each such agreement shall contain a warranty by said employee that a repayment of the training expenditure (excluding compensation) on a pro rata basis commensurate with the unexpired portion of the specified continuous employment period will be made by said employee should he leave the Government service prior to the full discharge of his obligation under said agreement. The Committee on Rules and Administration shall be notified immediately of any instance of default.

(A sample form which may be used for such agreement on continued employment is included at the end of these regulations.)

The separation of an employee from a committee for a limited and specified period for the purpose of training, but continuing that employee's benefits as specified by section 202(j)(4), shall also require advanced approval of the Committee on Rules and Administration.

A committee desiring to provide assistance for the specialized training of one or more of its professional staff shall submit its request, in writing, to the Committee on Rules and Administration sufficiently in advance of the proposed training date to allow ample time for decision and reply. The requests shall contain complete explanatory details and comply strictly with the requirements of section 202(j) and these regulations.

The Committee on Rules and Administration will consider only those requests for the training of professional staff which do not exceed a period of 30 days.

## AGREEMENT ON CONTINUED EMPLOYMENT

This agreement is made and executed this ———— day of ————, 19—, in Washington, D.C., between the ———— Committee on ———— of the United States Senate (hereafter referred to as the "Committee" and ———— (hereafter referred to as the "Employee"). The Committee and the Employee mutually agree as follows:

1. The Committee agrees to pay the following expenses of the Employee related to training received by him while enroll in ———— ———— at ———— during the period from ———— through ————:

(1)
(2)
(3)
(4)
(5)

2. The Employee agrees to continue in the employment of the Committee for a period of ———— commencing after the Employee completes his training referred to in paragraph 1 of this agreement, unless such employment is terminated prior to the end of such period as a result of (1) the death of the Employee, (2) disability of the Employee, (3) the desire of the Committee to terminate the employment of the Employee, or (4) the consent of the Committee to the appointment of the Employee to another position in the United States Government.

3. The Employee agrees that, if he is separated from employment with the Committee for any reason other than one of the reasons specified in paragraph 2 of this agreement, and such separation occurs prior to the expiration of a period of continuous employment equal in duration to the period specified in paragraph 2, he will make repayment to the United States Government of those training expenses referred to in paragraph 1 (other than compensation) on a pro rate basis commensurate with the portion of such period remaining to be served by the Employee at the time of such separation. For the purposes of this paragraph, employment with the Committee includes employment with any other department, agency, or establishment of the United States Government with the consent of the Committee.

4. The Committee and the Employee agree that this agreement shall have no effect unless the training expenses referred to in paragraph 1 are approved by the Committee on Rules and Administration of the Senate.

Witness our hands the day and year first written above.

Committee on ————

By: ————
Chairman

————
Employee

## USE OF AGENCY PERSONNEL BY COMMITTEES OF THE SENATE (REIMBURSABLE SERVICES)

### Authority

The specific authority and conditions for the utilization, on a reimbursable basis, of the services of personnel of other Government agencies by committees of the Senate are contained in—

(1) Paragraph 4 of rule XXVII of the Standing Rules of the Senate (see below);

(2) Section 2 of the Wherry Resolution, agreed to by the Senate on June 28, 1945 (see below); and

(3) Individual Senate resolutions authorizing funds for committees (see Resolution Form 1, page 4).

#### PARAGRAPH 4 OF RULE XXVII OF THE STANDING RULES OF THE SENATE

4. No committee shall appoint to its staff any experts or other personnel detailed or assigned from any department or agency of the Government, except with the written permission of the Committee on Rules and Administration.[1]

#### SECTION 2 OF THE WHERRY RESOLUTION

(S. Jour. 288, 79–1, June 28, 1945)

SEC. 2. Whenever the head of any department or agency of the Government shall have detailed or assigned personnel of such department or agency to the staff of any Senate committee or subcommittee thereof, the appropriations of such department or agency from which the personnel so assigned or detailed is paid shall be reimbursed from funds available to the committee or subcommittee at the end of each quarterly period in the amount of the salaries of such personnel while on such detail or assignment; and the services of any personnel so detailed or assigned shall not be accepted or utilized unless, at the time of such detail or assignment, funds are available to such committee or subcommittee for the reimbursement of appropria-

[1] Section 235(a) of the Legislative Reorganization Act of 1970 prohibits the assignment or detail of any employee of the General Accounting Office to full-time duty on a continuing basis with any Senate or House committee or joint committee for a period in excess of one year. (Pub. Law 91-510, 84 Stat. 1171, Oct. 26, 1970.)

tions, as herein provided, for the period of such detail or assignment.[2]

## Procedure

Under the usual procedure, the chairman of a committee desiring to secure the services of the employee of another agency of the Federal Government shall request advance approval, in writing, of the Committee on Rules and Administration for the expenditure of committee funds for such purpose. The chairman's letter should contain the following information:

(1) The individual's name, title, annual salary, and GS grade and step;

(2) The general nature of the work to be performed;

(3) The period of time involved (not to extend beyond the end of the succeeding February);

(4) Identification and availability of the funds to be allocated;

(5) Enclosure of the notification of the particular Government agency's agreement to the temporary detail of its employee; and

(6) Enclosure for each employee of a completed form, "Agreement To Comply With the Senate Code of Official Conduct". (Forms available from the Select Committee on Ethics.)

The Committee on Rules and Administration will reply promptly to all requests of this type and send a copy of its decision to the Senate Financial Clerk for his information and guidance.

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[2] Section 8 of the Legislative Branch Appropriations Act for fiscal year 1985 eliminates the requirement for the Senate to reimburse the General Accounting Office for the salaries of its staff detailed to Senate committees or joint committees whose funds are disbursed by the Secretary of the Senate.

## COMPENSATION FOR COMMITTEE STAFF

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### SUBSECTIONS (e)(3) AND (f) OF SECTION 105 OF THE LEGISLATIVE BRANCH APPROPRIATIONS ACT, 1968, AS AMENDED [1]

(2 U.S.C. 61–1)

(e)(3) No employee of a committee of the Senate shall be paid at a gross rate in excess of $84,464, in case of an employee of a joint committee the expenses of which are paid from the contingent fund of the Senate, $84,959, in case of an employee of a select committee (including the conference majority and conference minority of the Senate), or $86,815, in case of an employee of any standing committee (including the majority and minority policy committees) of the Senate.

For the purpose of this paragraph, an employee of a subcommittee shall be considered to be an employee of the full committee.

(f) No officer or employee whose compensation is disbursed by the Secretary of the Senate, shall be paid gross compensation at a rate less than $1,361 or in excess of $84,959, unless expressly authorized by law.

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[1] The figures included are provided for in Public Law 98–367, as amended by order of the President pro tempore, Jan. 4, 1988.

## ASSISTANCE WITH COMMITTEE-RELATED WORK

Each Member of the Senate is authorized by section 111(c) of the Legislative Branch Appropriation Act, 1978 (Pub. Law 95-94, 91 Stat. 662-663, Aug. 5, 1977), to designate employees in his office to assist him in connection with his membership on committees of the Senate. With certain exceptions, an employee so designated is to be accorded all privileges of a professional staff member of the committee to which designated. The text of section 111 of the Legislative Branch Appropriation Act, 1978, as amended, is as follows:

> SEC. 111. (a) Except as provided in subsection (b), the aggregate of the gross compensation which may be paid to employees in the office of a Senator during each fiscal year under section 105(d) of the Legislative Branch Appropriation Act, 1968, as amended and modified (2 U.S.C. 61-1(d)), is increased by $248,415.[1]
>
> (b) Repealed, effective the first day of the 100th Congress. (Pub. Law 100-137, Oct. 21, 1987)
>
> (c)(1) A Senator may designate employees in his office to assist him in connection with his membership on committees of the Senate. An employee may be designated with respect to only one committee.
>
> (2) An employee designated by a Senator under this subsection shall be certified by him to the chairman and ranking minority member of the committee with respect to which such designation is made. Such employee shall be accorded all privileges of a professional staff member (whether permanent or investigatory) of such committee including access to all committee sessions and files, except that any such committee may restrict access to its sessions to one staff member per Senator at a time and require, if classified material is being handled or discussed, that any staff member possess the appropriate security clearance before being allowed access to such material or to discussion of it. Nothing contained in this paragraph shall be construed to prohibit a committee from adopting policies and practices with respect to the application of this subsection which are similar to the policies and practices adopted with respect to the application of section 705(c)(1) of Senate Resolution 4, 95th Congress, and section 106(c)(1) of the Supplemental Appropriations Act, 1977.

[1] The figure included in subsection (a) is provided for by order of the President pro tempore, Jan. 4, 1988.

(3) A Senator shall notify the chairman and ranking minority member of a committee whenever a designation of an employee under this subsection with respect to such committee is terminated.

## REGULATION TO PROVIDE MORE EFFECTIVE CONTROL OVER PAYMENTS MADE FROM CONTINGENT FUND OF THE SENATE

(Adopted by the Committee on Rules and Administration on October 22, 1975, and amended on July 23, 1987)

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Each activity authorized to make expenditures from the Contingent Fund of the Senate shall maintain an account of funds so authorized and expended, which account shall be reconciled at least semiannually with the account maintained for such activity by the Senate Disbursing Office. Each reconciliation shall also include an audit of any and all cash advances made to the respective activity under authority of Public Law 118, 81st Congress (2 U.S.C. 69).

The Financial Clerk is directed to report to the Committee on Rules and Administration each time the accounts are reconciled and identify any exceptions arising from the account reconciliation or audit of cash advances. All activities subject to this regulation are hereby directed to complete the first account reconciliation and audit of cash advances no later than February 29, 1976.

The Auditor of the Committee on Rules and Administration shall (1) maintain a record of the reports filed by the Financial Clerk, (2) examine and investigate all reports containing exceptions and report his findings to the Committee, and (3) notify any activity that has not complied with this regulation.

Activity as used in this regulation includes all standing committees, subcommittees, joint committees, select and special committees, offices and commissions, whether funded by an appropriation or a Senate resolution.

## REGULATIONS GOVERNING SEMI-ANNUAL CONTINGENT FUND RECONCILIATION

(Adopted by the Committee on Rules and Administration on July 23, 1987)

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The following are requirements for the semi-annual contingent fund reconciliation:

1. All ledgers are to be maintained under the procedures prescribed by the Disbursing Office, except as noted, for electronic spreadsheet ledgers or ledgers maintained manually as follows:
2. Require ledgers maintained manually be kept in ink.
3. Require all ledgers to be closed out on a monthly basis consistent with the samples which are provided by the Disbursing Office.
4. All outstanding vouchers on the office ledgers must be supported by either the original voucher or copies of the original vouchers which have been signed by the chairman or Senate official. Every effort should be made to determine the status of any unpaid voucher which is more than 90 days old prior to the semi-annual reconciliation.
5. Any ledgers which are submitted for reconciliation which have not been maintained in accordance with the procedures which have been established will not be considered for reconciliation and will be reported to the Committee on Rules and Administration as not having been reconciled.
6. The Disbursing Office will provide ledger copies to all committees or offices monthly. Every effort should be made by the committee or office to reconcile their ledgers with the information provided by the Disbursing Office. If there are any discrepancies they should be resolved immediately.
7. Internal procedures should be established by each committee or office to insure the accuracy, integrity and neatness of their ledgers.
8. Posting errors for ledgers maintained by hand must be corrected through the use of adjusting entries only. At no time will white-out, tape or erasures be used to make corrections.
9. Statutory advances and repayments (travel or petty cash advances) must be posted to the ledger.
10. Two copies of reconciled ledgers maintained by electronic spread sheets are archived. One copy by the committee or Senate office and one copy by the Disbursing Office.
11. Committees or offices which maintain checking accounts are required to present to the Disbursing Office at the time of their account reconciliation the most recent reconciled bank statement. The Disbursing Office may request cancelled checks and reconciled bank statements from prior months if necessary.

12. Running balances are to be maintained on available balance column of both the manual or electronic spread sheet ledgers.

13. Ledger headings, authorizations and page numbers are to be completed for all manually maintained ledgers. The same information should be incorporated into an electronic spread sheet ledger.

14. Manual Ledgers are to be maintained on a 24 column spread ledger available in the Disbursing Office. Electronic spread sheet ledgers are to be maintained only on an approved spread sheet authorized by the Committee on Rules and Administration.

## REGULATIONS TO PROVIDE FOR THE UNIFORM ACCOUNTABILITY OF FUNDS AUTHORIZED TO BE MADE FROM THE CONTINGENT FUND OF THE SENATE

(Adopted by the Committee on Rules and Administration on February 25, 1976)

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Effective March 1, 1976, or at the beginning of the next funding period, all functions authorized to make expenditures from the Contingent Fund of the Senate except the Office of the Secretary of the Senate, the Office of the Sergeant at Arms and Doorkeeper, and the Select Committee on Ethics shall account for the funds provided by maintaining a uniform accounting ledger as prescribed by the Committee on Rules and Administration.

The accounting ledger shall be composed of a hard-back post binder (available at the Senate Stationery Room) and 24 column pre-printed double page spread ledger sheets (available at the Disbursing Office) with tab divider sheets to denote the funding periods.

Each account must be maintained currently and in an orderly and accurate fashion in accordance with the instructions accompanying each set of ledger sheets.

## REGULATIONS GOVERNING PAYMENTS AND REIMBURSEMENTS FROM THE SENATE CONTINGENT FUND FOR EXPENSES OF SENATE COMMITTEES AND ADMINISTRATIVE OFFICES

(Adopted by the Committee on Rules and Administration on July 23, 1987 as authorized by S. Res. 258, 100th Cong., 1st sess., these regulations supercede regulations adopted by the Committee on October 22, 1975 and April 30, 1981)

Section 1. Unless otherwise authorized by law or waived pursuant to Section 6, herein, no payment or reimbursement will be made from the contingent fund of the Senate for any official expenses incurred by any Senate committee (standing, select, joint, or special), commission, administrative office, or other authorized Senate activity whose funds are disbursed by the Secretary of the Senate, in excess of $25, unless the voucher submitted for such expenses is accompanied by documentation, and the voucher is certified by the properly designated staff member and approved by the Chairman or elected Senate officer. The designation of such staff members for certification shall be done by means of a letter to the Chairman of the Committee on Rules and Administration. "Official expenses", for the purposes of these regulations, means ordinary and necessary business expenses in support of a committee's or administrative office's official duties.

Section 2. Such documentation should consist of invoices bills, statements, receipts, or other evidence of expenses incurred, and should include ALL of the following information:

(a) date expense was incurred
(b) the amount of the expense
(c) the product or service that was provided
(d) the vendor providing the product or service
(e) the address of the vendor
(f) the person or office to whom the product or service was provided

Expenses being claimed should reflect only current charges. Original copies of documentation should be submitted. However, legible facsimiles will be accepted.

Section 3. Official expenses of $25 or less must either be documented or must be itemized in sufficient detail so as to leave no doubt of the identity of, and the amount spent for, each item. However, hotel bills or other evidence of lodging costs will be considered necessary in support of per diem expenses and cannot be itemized.

Section 4. Documentation for services rendered on a contract fee basis shall consist of a contract status report form available from

the Disbursing Office. However, other expenses authorized expressly in the contract will be subject to the documentation requirements set forth in these regulations.

Section 5. No documentation will be required for the following expenses:

(a) Salary reimbursement for compensation on a "When Actually Employed" basis;

(b) reimbursement of official travel in a privately owned vehicle;

(c) foreign travel expenses incurred by official congressional delegations, pursuant to S. Res. 179, 95th Cong, 1st sess.;

(d) expenses for receptions of foreign dignitaries, pursuant to S. Res. 247, 87th Cong., 2nd sess., as amended; and

(e) expenses for receptions of foreign dignitaries pursuant to Sec. 2 of P.L. 100–71 effective July 11, 1987.

Section 6. In special circumstances, the Committee on Rules and Administration may require documentation for expenses incurred of $25 or less, or authorize payment of expenses incurred in excess of $25 without documentation.

Section 7. Cash advances from the Disbursing Office are to be used for travel and petty cash expenses only. No more than $5000 may be outstanding at one time for Senate committees or administrative offices, unless otherwise authorized by law or resolution, and no more than $300 of that amount may be used for a petty cash fund. The individual receiving the cash advance will be personally liable. The Committee on Rules and Administration may, in special instances, increase these nonstatutory limits upon written request by the Chairman of that committee and proper justification.

Section 8. Documentation of petty cash expenses shall be listed on an official petty cash itemization sheet available from the Disbursing Office and should include ALL of the following information:

(a) date expense was incurred;

(b) amount of expense;

(c) product or service provided; and

(d) the person incurring the expense (payee).

Each sheet must be signed by the Senate employee receiving cash and an authorizing official (i.e., someone other than the employee(s) authorized to certify vouchers). Original receipts or facsimiles must accompany the itemization sheet for petty cash expenses over $25.

Section 9. Petty cash funds should be used for the following incidental expenses:

(a) postage;

(b) delivery expenses;

(c) interdepartmental transportation (reimbursements for parking, taxi, subway, bus, poa etc.)

(d) single copies of publications (not subscriptions);

(e) office supplies not available in the Senate Stationery Room; and

(f) official telephone calls made from a staff member's residence or toll charges incurred within a staff member's duty station.

Petty cash funds should not be used for the procurement of equipment.

Section 10. Committees are encouraged to maintain a separate checking account only for the purpose of a petty cash fund and with a balance not in excess of $300.

CONTRACT STATUS REPORT

NAME OF CONTRACTOR: _____ SSN: _____

AMOUNT OF CONTRACT: _____

CONTRACT APPROVAL DATE: _____ TYPE OF CONTRACT: _____

| DATE | PAYMENT AMOUNT | TOTAL PAYMENTS TO-DATE | CONTRACT BALANCE |
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## REGULATIONS GOVERNING CASH ADVANCES FOR OFFICIAL SENATE TRAVEL

(Adopted by the Committee on Rules and Administration on July 23, 1987 as authorized by S. Res. 258)

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I. These regulations apply to Senate travelers of all authorized activities whose expenses are paid from the contingent fund of the Senate except those travelers whose expenses are paid from a Member's Official Office Expense Account.

II. Cash advances for official Senate travel shall be repaid within 45 days after completion of travel. Anyone with an outstanding advance at the end of the 45 days period will be notified by the Disbursing Office that they must repay within 15 days, or their salary may be garnisheed in order to satisfy their indebtedness to the Federal government.

III. No more than 2 cash advances per traveler may be outstanding at any one time.

IV. Cash advances for travel will be issued only to the person traveling (photo ID required), with exceptions being made for Members and elected officers of the Senate.

## REGULATIONS ON THE REQUIREMENT FOR PAYEE SIGNATURE ON VOUCHERS

(Adopted by the Committee on Rules and Administration on September 16, 1975)

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Requirement for payee signature is hereby eliminated for vouchers payable to all commercial vendors except:

(a) Vouchers involving charges for transportation services (airline, railroad, bus, rental auto, etc.).

(b) Vouchers for personal and contractual services.

(c) Reimbursement vouchers to Members, officers, and employees for travel and for other expenses incurred for or on behalf of the Senate.

# PART II

# FUNDS AUTHORIZED FOR SENATE COMMITTEES

# 100TH CONGRESS

# COMMITTEE FUNDS

[100th Congress]

| Committee | Funds authorized | | | |
|---|---|---|---|---|
| | 1st session (S. Res. 80) | Supplemental requested [1] | 2d session (S. Res. 381) | Supplemental requested |
| **STANDING COMMITTEES** | | | | |
| **Agriculture, Nutrition, and Forestry** | $1,304,430 | $130,443 | $1,719,586 | ..... |
| **Appropriations** | 4,119,856 | 90,000 | 4,119,856 | ..... |
| **Armed Services** | 2,167,877 | 279,307 | 2,490,812 | ..... |
| **Banking, Housing, and Urban Affairs** | 1,659,572 | ..... | 1,690,000 | ..... |
| **Budget** | 2,970,655 | ..... | 3,022,846 | ..... |
| **Commerce, Science, and Transportation** | 3,322,736 | ..... | 3,379,375 | ..... |
| **Energy and Natural Resources** | 2,405,168 | ..... | 2,446,068 | ..... |
| **Environment and Public Works** | 2,341,434 | ..... | 2,381,014 | ..... |
| **Finance** | 2,223,333 | 235,000 | 2,503,993 | ..... |
| **Foreign Relations** | 2,442,798 | ..... | 2,438,915 | ..... |
| **Governmental Affairs** | 4,453,972 | ..... | 4,529,719 | ..... |
| **Judiciary** | 4,262,841 | ..... | 4,336,859 | ..... |
| **Labor and Human Resources** | 4,471,270 | ..... | 4,549,148 | ..... |
| **Rules and Administration** | 1,231,058 | 12,500 | 1,304,043 | ..... |
| **Small Business** | 956,048 | ..... | 972,617 | ..... |
| **Veterans' Affairs** | 907,901 | 41,500 | 1,001,553 | ..... |

| SELECT AND SPECIAL COMMITTEES | | | | |
|---|---|---|---|---|
| Ethics (Select) [2] | | | | |
| Indian Affairs (Select) | 842,335 | 300,000 | 1,770,746 | [3] 108,000 |
| Intelligence (Select) | 1,926,804 | [4] 36,250 | 2,105,072 | |
| Aging (Special) | 1,077,424 | | 1,094,591 | |
| Totals | 45,087,512 | 1,125,000 | 47,856,813 | 108,000 |

[1] Reported favorably by the Committee on Rules and Administration, Nov. 17, 1987.

[2] Pursuant to sec. 3 of S. Res. 338, 88th Congress, agreed to July 24, 1964, as amended, the Select Committee on Ethics "is authorized to (1) make such expenditures; * * * (7) employ and fix the compensation of a staff director, a counsel, an assistant counsel, one or more investigators, one or more hearing examiners, and such technical, clerical, and other assistants as it deems advisable; * * *".

[3] S. Res. 473, agreed to Oct. 19, 1988.

[4] S. Res. 192, agreed to Sept. 30, 1987.